

- .1 The county shall maintain a written code or standard of conduct that shall govern the performance of its officers, employees and agents engaged in the awarding and administration of contracts that are subject to Chapter 23-600.
- .2 The code or standard shall provide for disciplinary actions to be applied for violations of such code or standard by the county's officers, employees, and agents, including contractors and their agents.
- .21 Such disciplinary actions shall be required to the extent permissible under the county's laws, rules, or regulations.

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- .3 The county's officers, employees and agents, including contractors and their agents, shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors.
- .4 No employee, officer, or agent of the county shall participate in the selection, award, or administration of a contract subject to Chapter 23-600 where any of the following has a financial or other interest in that contract:
  - .41 The employee, officer, or agent.
  - .42 Any member of his or her immediate family.
  - .43 His or her business partner.
  - .44 An organization in which any of the above is, or has been during the previous 12 months, an officer, director, board member, employee or consultant.
  - .45 A person or organization with whom any of the above individuals is negotiating employment or has any arrangement concerning prospective employment.
  - .46 Other interests as the county may elect to specify in its Code of Conduct.
- .5 Counties shall follow national policy to award a fair share of business to small, minority, and women-owned firms. The affirmative steps that shall be taken towards this goal are set forth in 45 CFR Part 74, Subpart P, Appendix G.9 and 7 CFR 277.14(e).

<b>23-604</b>	<b>CONTRACT PROVISIONS</b>	<b>23-604</b>
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This section contains provisions that shall be included in county contracts for services whether procured through formal advertising or negotiation. The requirements shall also apply to subcontracts of any tier under such contracts.

- .1 All contracts shall be written and contain all of the terms and conditions agreed to by the parties and shall constitute the complete agreement between them.